

VP-Programs

The VP-Programs position mainly involves IIE's relationship with companies that recruit IOEs at U-M. It is my responsibility to organize info sessions and recruiting events that these companies have on campus, which involves reserving rooms, ordering food and maintaining contact with the recruiters. The VP-Programs also carries the same joint responsibilities as the rest of the executive board, such as securing funding, attending conferences, etc.

VP- Activities

The main function of VP Activities is to plan the social events throughout the year. This includes calling the bar, bowling alley, etc. and reserving the appropriate space, time, and organizing any other details for the event. You are also responsible for attending the event as the person in charge and will need to pay for the event personally and will then be reimbursed by IIE.

Additionally, you may help with writing informal proposals to receive funds from the IOE department and/or our professional IIE chapter.

Secretary

The secretary takes all minutes at the meetings, types them and sends them out to the executive board. Additionally, the secretary makes sure we have enough supplies for information sessions and mass meetings. The secretary also aids with any other officer needs.

Treasurer

Keep IIE Budget up-to-date in Excel. Reimburse IIE officers using SOAS & National City Account. Apply for UMEC funding. Attend UMEC Treasurers' Meeting (once per semester). Attend SOAS/SOAR orientation (once per year). Register with MSA (once per year). File taxes

UMEC Representative

Keep IIE in good standing with UMEC. Attend all UMEC meetings, every two weeks.

Website

Update website using Macromedia Dreamweaver MX and CuteFTP Professional. Take pictures at IIE events. Assist other officers with events as needed

Publicity

Publicity: Send out the e-mails for all IIE events to either ioe.undergrads, ioe.students, or coe-students e-mail lists, make announcements in many of the younger IOE classes before key events, write on chalkboards in 1610, send out emails promoting IIE events. Help APM with writing and editing The Blueprint.

Membership

Responsible for updating and maintaining chapter roster. Register new members with the national IIE offices. Provide chapter membership information to other officers, i.e. for funding purposes. Also helps out on other various tasks the board may be working on.

Blueprint Editor

Work with the APM editors of the Blueprint to edit the drafts of the Blueprint (one Blueprint came out per month). Submit articles for each edition of the Blueprint. Discuss final drafts of the Blueprint with Pam to get final approval, make Blueprint copies and dispense them at the appropriate locations around the IOE Building.